



Aquatics Coordinator

Part-Time

(Less than 1,000 hours per fiscal or calendar year)

December 26, 2006

SALARY: \$14.00 -\$18.00 per hour

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on January 12, 2007. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from the **HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240**. To request applications by phone please call (209)333-6704. TDD (209) 333-6853.
www.lodi.gov

THE POSITION: Under general direction is responsible for the development, implementation, coordination and direction of the year-round aquatics program in the Parks and Recreation department; provides lifeguard services, and trains and directs lifeguards; provides oversight in the care and maintenance of the pool facility; and performs related work as required. The ideal candidate will be responsible for, but is not limited to the following: Organizes and conducts aquatic programs and lifeguard services; Maintains pool attendance and revenue records; Trains, certifies and directs lifeguards; including open water programs; Schedules and coordinates the supervision of pool activities by lifeguards and volunteers; Ensures and participates in maintaining the pool as an attractive, clean and safe environment; Assists in the assessment of the aquatic needs of participants; Performs related duties as required. **Knowledge of:** Modern methods, techniques, principles and practices used in the planning, development and administration of aquatic programs; Common recreational and social needs of various age groups and the basic techniques and methods of organizing groups in a recreation/aquatic setting; Principles and practices for implementing and supervising community services activities and the development of programs through community participation; Teaching techniques of water exercise; Pool maintenance techniques; Basic principles and practices of supervision and training; Principles and practices first aid and life saving, and of general health and fitness relative to all age groups; Principles and practices of public relations; Basic office practices including record keeping and report writing. **Ability to:** Maintain accurate records and produce reports; Develop and implement a variety of aquatic programs; Establish and maintain effective relationships with those contacted during the course of work; Train, certify, provide direction to, and schedule lifeguards and volunteers; Communicate effectively both orally and in writing; Lead participants of various age and skill levels in a variety of aquatic activities. **WORKING HOURS:** Hours of work are flexible depending on school schedule and assigned projects.

MINIMUM QUALIFICATIONS: Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education: Completion of High School or equivalent.

Experience: Three (3) years of increasingly responsible experience in public recreation (or a closely related field), which includes responsible experience as a lifeguard. Certification to train for open water- is highly desirable.

LICENSES AND CERTIFICATES

Valid Driver's License from the California Department of Motor Vehicles; Current Community CPR or CPR for professional rescuer; Current Lifeguard Certificate; Current Advanced First Aid (Title 22); Lifeguard Instructor Certificate must be obtained within six (6) months of the date of appointment.

INTERVIEW PROCESS: Candidates considered to be among the most qualified will be invited to participate in an interview. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITIES ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

PAY RANGE - The pay range is shown on the job announcement. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step. The City does not participate in Social Security except for the required Medicare contribution. The City participates in Public Agency Retirement Services (PARS). PARS is an alternative retirement plan to Social Security for part-time, seasonal, and temporary employees.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract.

